

Office of Financial Management
P.O. Box 43113
Olympia, Washington 98504-3113

Classified Recruitment Announcement

Position: Fiscal Analyst 2

OFM is a non-Represented Agency

Location: Tumwater, Washington

Position Overview: The OFM Small Agency Client Services (SACS) unit is currently recruiting to fill a Fiscal Analyst 2 position in the Accounting Division. This is a multi-staff office with responsibility to provide accounting, budgeting, and payroll services to approximately 40 small state agencies. The incumbent in this position will report directly to the Small Agency Client Services Manager. The incumbent in this position is required to analyze and interpret accounting data from a variety of sources including reports from accounting systems such as AFRS, CAMS, ADDS, and Fastrack. In addition, the incumbent makes on-going suggestions to SACS management and small agency management for improvements to controls and business practices. For each assigned client agency, the duties and responsibilities include, but are not limited to:

- Reviewing and processing vendor payment and travel reimbursement claims;
- Recording and receipting cash;
- Preparing monthly accruals;
- Tracking contracts for maximum compensation, establishing encumbrances, and processing payments within the terms of the contract budget line items;
- Assisting with preparation of specialized one-time reports for management, lead analysts, or at the request of agency personnel;
- Assisting the lead analyst in designing and implementing new financial reports; and preparing 1099s. Being able to operate all general office equipment.
- Performing additional related duties as required.

**Minimum/Desirable
Qualifications:**

Minimum Requirements:

18 quarter or 12 semester hours of accounting, auditing or budgeting. Professional experience may substitute for education.

In addition to the minimum requirements, the successful candidate for this position must be a self-motivated, ethical, results-oriented individual who is able to develop and maintain effective working relationships, has excellent communication skills, and is able to think ‘outside the box’.

Desirable qualifications for this position are:

Knowledge of:

- Principles of state budgeting and accounting
- Generally Accepted Accounting Principles
- Procurement and contracting procedures
- Problem-solving and decision-making processes
- State financial information technology systems.

Skills to:

- Communicate clearly and concisely
- Promote, support and build on diversity in the workplace
- Be resilient and professional under pressure

Ability to:

- Develop, review, and analyze financial data
- Identify internal and external stakeholders and ascertain their needs
- Respond to difficult or stressful interpersonal situations in a way that minimizes potential conflict and maintains good working relationships among internal and external stakeholders
- Prioritize competing work demands, identify expected deliverables, and evaluate effectiveness of efforts
- Exercise independent judgment to determine the type of information and level of detail to use from various sources and reports.
- Maintain confidentiality of sensitive data.

Salary/Benefits:

Financial Analyst 2 is a classified position (Range 44, salary \$2,774 - \$3,540 per month). The position provides comprehensive state benefits, including vacation and sick leave; health, life, and disability insurance; retirement; social security; and military leave

Process:

Interested applicants should submit the following:

- (1) a letter of interest, describing specific qualifications for the position;
- (2) a current resume, detailing experience, education, and current salary;
- (3) a list of three professional references with current telephone numbers;
- (4) Responses to the questions below; and
- (5) Personal Data sheet, located at www.ofm.wa.gov/jobs/datasheet.doc

Send materials to: Employee Services, Office of Financial Management, P.O. Box 43113, Olympia, WA 98504-3113 or email Susan.Latham@OFM.WA.GOV or FAX 360-664-7660. No later than September 29, 2006.

SUPPLEMENTAL QUESTIONS:

- 1) Describe how you assess priorities.
- 2) Describe your familiarity and level of expertise with statewide systems, agency unique systems, and Microsoft Office products. In your response, be sure to include the number of months/years of experience you have with the different products.
- 3) What qualities do you believe are important in working with customers, and what experience do you have that would demonstrate that you possess these qualities?

The top candidates will be invited to an interview to determine the finalists for this position. Since the selection will be based on information provided by the candidates, it is in the candidate's best interest to address the desirable qualifications of the job as they apply to their

knowledge, skills, and abilities.

NOTE: The Personal Data Sheet is Microsoft Word 97 format. If you don't have Word 97 or compatible software, a free viewer is available at the [Microsoft](#) Web site.

The Office of Financial Management is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this job announcement in an alternative format, may call 360/664-7659 or the Telecommunications Device for the Deaf 360/664-3649.